



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: OD-06-155 (EH) (DEU)

JOB TITLE: Management Analyst, GS-343-12/13

AREA OF CONSIDERATION: All Sources

OPENING DATE: 10/05/2006

CLOSING DATE: 10/19/2006 Applications must be received by 5:00 p.m. EDT

PROMOTION POTENTIAL: GS-13

STARTING SALARY: GS-12, \$65,048 pa;GS-13, \$77,353 pa

Management Analyst GS-343-12/13, (1 position), Court Services & Offender Supervision Agency (CSOSA), Office of the Director, Standards and Compliance Unit, Washington, DC.

THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.

DUTIES: Conducts comprehensive case management audits of individual Community Supervision Officer (CSO) caseloads to determine compliance with established policies and procedures. Independently conducts comprehensive operational analyses and management studies regarding all phases of organization and alignment, procedure, workflow, and other subjects. Works with the Office of Research and Evaluation to frame research questions, design studies, determine study objectives and identify data needs and sources. Develops and implements project plans, analysis, and evaluation. Meets with agency's senior staff to review and/or follow-up on study findings and established performance targets/metrics for the organizational units. Prepares and delivers briefings to other specialist and program managers. Prepares various statistical and narrative reports and charts/graphs to illustrate, compare performance results with the established performance targets. Writes a variety of manuscripts including written reports of finding from research and evaluation files. Provides to or develops guidance for junior analysts and reviews work for appropriateness of methodology.

QUALIFICATIONS: Applicants must have 1 year of specialized experience equivalent to the next lower grade. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with and the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. At the GS-12 level specialized experience includes developing and implementing project plans, analysis and evaluation. Interpreting and explaining policy and procedures to a variety of audiences. Experience preparing various statistical and narrative reports, charts/graphs to compare performance quantitative and qualitative research to reach sound conclusions. Designing reporting guidelines and submission criteria to report statistical information. At the GS-13

level specialized experience includes conducting comprehensive operational analyses and management studies regarding all phases of organizational and alignment, procedure, workflow and other subjects. Excellent oral and written communication skills that include the ability to interpret and explain statistical information to management officials. Experience writing a variety of manuscripts including written reports of findings from research and evaluation studies.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Substantial knowledge of basic quantitative research methods sufficient to conduct trends analyses, acceptable measure of performance and deviations from norms.
2. Knowledge of performance measurement concepts, principles, and practice to measure performance, and report on agency progress in meeting performance targets.
3. Ability to communicate orally to gather statistical data and information on the process policies and procedures collaborate on data collection efforts, analyze information, and present finding and recommendations.
4. Skill in interviewing, observing and reporting techniques for programs analysis and evaluation purposes.

In addition to submitting you application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612) or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

Status applicants (those having career or career-conditional appointments): If you also wish to be considered under Merit Promotion procedures, please submit another application under vacancy announcement OD-06-154 (EH) (MPP).

Veterans: Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with an SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10-point veteran preference.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment will require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.